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ATTACHMENT #5

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500200098-6

C O P Y

15 June 1962

Chief, DD/P Systems Group

CIA Records Administration Officer

Disposition of DD/P Files in Records Center

1. A critical storage space problem is confronting the Records Center. This problem is caused by the growing volume of records retired to the Center for indefinite retention. More than 18,000 cubic feet of records have now been transferred to the Center by DD/P, and 90% of these have no definite disposal instructions. I understand that a significant percentage of these records has been microfilmed. Usually paper records are destroyed after being micro-filmed.

2. Two specific examples of records in the Center requiring definite disposal instructions are identified on the RID Records Control Schedule as follows:

a. Reference Branch - Archives Section - Item 11.,
"Inactive Records, CIA" - approximately 8,000 cubic feet.

b. Reference Branch - Files Section - Item 5.,
"CS Records System Files" - approximately 3,000 cubic feet.

3. Action is needed now to reduce the volume of such holdings and provide space for future Agency needs. I will appreciate you advising me when we can dispose of these records. If I can be of assistance in determining this disposition date, please let me know.



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GROUP 1
Excluded from automatic
downgrading and
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